Arkansas Administrative StateWide Information System

AASIS

Generating Reports

April, 2001

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Generating a Report

Overview

While there are literally hundreds of different reports available in AASIS, you can generate the vast majority of these reports by performing five basic steps:

1. Select the report.
2. Enter selection criteria.
3. Execute the report.
4. Format the report.
5. Print, send or export the report.

The sections of this handout address each of these activities in detail, guiding you step-by-step through the process of generating a report.

When you read through this handout, please keep in mind that while the basic steps of generating a report are the same, each report is different. This handout covers the variety of ways in which each of these steps can be performed, but you should not expect all of the options to be available for the particular report you are generating. You might not be able to export your report to Microsoft Excel, for example. And there are a few exceptional reports that do not adhere to the five basic steps at all. This handout is not about those reports. Instead it is an attempt to document a basic process that will enable you to generate the vast majority of AASIS reports.

Selecting a Report

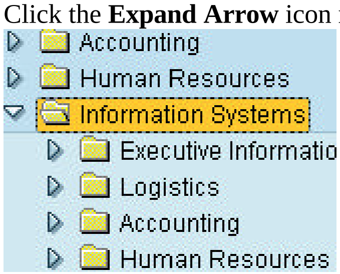
Overview The first step in generating a report is to find the report you want to produce. As you may expect, there is more than one way to select a report. You can choose a report from the SAP Easy Access menu, or you can use the transaction code associated with a report to bypass the menu path. In addition, you can choose a report from a Report Tree. Simply decide which one of the procedures listed below is easiest for you.

Selecting a Report from the SAP Easy Access Menu

Reports are usually listed in several locations in the SAP Easy Access menu. Look for Information Systems folders, since reports are almost always contained within these folders.

To select a report from the SAP Easy Access menu, do the following:

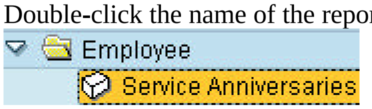
1 Click the **Expand Arrow** icon next to the **Information Systems** folder to display reporting subfolders.



Note: You can find Information Systems folders within each module.

2 Continue expanding folders until you find the report you are looking for.

3 Double-click the name of the report you want to generate.



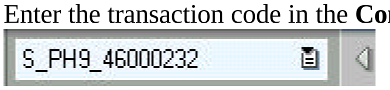
Result: The selection criteria screen for the chosen report is displayed.

Entering a Report Transaction Code

Each report is associated with a transaction code. If you know the transaction code, you can bypass the menu path.

To enter a report transaction code, do the following:

1 Enter the transaction code in the **Command** field on the standard toolbar.



Tip: Instead of typing the code in, you can also click the drop-down arrow and select a code that you have entered previously.

2 Press **Enter** or click the **Enter** button on the standard toolbar.

Result: The selection criteria screen for the chosen report is displayed.

Selecting a Report from a Report Tree

Reports are also listed in a Report Tree. The Report Tree provides you with yet another way to select a report.

To select a report from a Report Tree, do the following:

1 Enter **SARP** in the **Command** field on the standard toolbar.

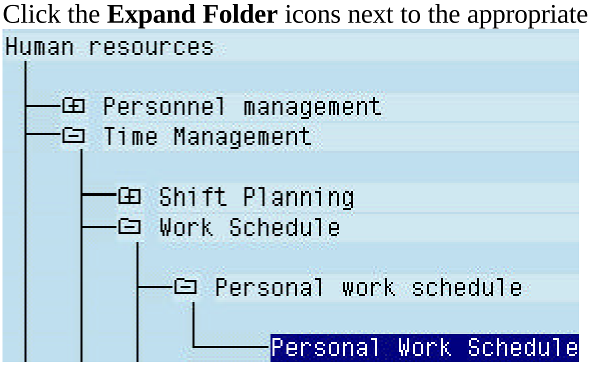
2 Press **Enter** or click the **Enter** button on the standard toolbar.

The *Report Tree: Initial Screen* screen is displayed.

3 Select the report tree you want to display from the **Report tree** drop-down list and click the **Display** button on the application toolbar.

The *Display Report Tree* screen is displayed.

4 Click the **Expand Folder** icons next to the appropriate folders until you find the report you are looking for.



5 Double-click the name of the report you want to generate.

Result: The selection criteria screen for the chosen report is displayed.

Entering Selection Criteria

Overview After selecting a report, the selection criteria screen for the chosen report is displayed. This screen enables you to specify the information you want to include in the report. By entering values into the selection criteria fields, you are directing AASIS to include specific information in the report.

Entering Selection Criteria

Selection criteria screens typically include a large number of selection criteria. You may even need to scroll down on the screen to view all of the available options. You do not usually need to enter data into every field on the screen. Simply enter as much information as necessary to get the results you are looking for. If your criteria is too restrictive, the report may not include the information you need; if your criteria is not restrictive enough, your report may be far too large.

You can enter selection criteria directly into the fields, check boxes, and radio buttons on the screen. Two fields are usually listed for each selection criterion.

You can either enter a single value in the first field or use both of the fields to enter a range of values.

Using the Multiple Selection Function

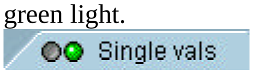
You can use the Multiple Selection function to enter multiple single values and multiple ranges of values for a selection criterion.

To use the Multiple Selection function, do the following:

1 Click the **Multiple selection** button next to the selection criterion.

The *Multiple Selection* dialog box is displayed.

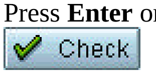
2 If you want to enter multiple single values, enter the values in the fields on the **Single vals** tab page with the green light.



3 If you want to enter multiple ranges of values, click the **Ranges** tab with the green light and enter the ranges in the fields on the displayed tab page.

Note: You can use the **Single vals** and **Ranges** tabs with red lights to enter information to be excluded from the report.

4 Press **Enter** or click the **Check entries** button to validate the values you have entered.



5 Click the **Copy** button to save the values you have entered.

Result: The values you have entered are stored in the selection criteria screen. The **Multiple selection** button now appears green.

If you need to edit the information you have entered, click the **Multiple selection** button again and make the changes.

Setting Selection Options

When you enter a value in a field, AASIS selects information equal to that value. You can, however, enter Selection Options that direct AASIS to select information greater than, less than, greater than or equal to, less than or equal to, or not equal to the value you enter.

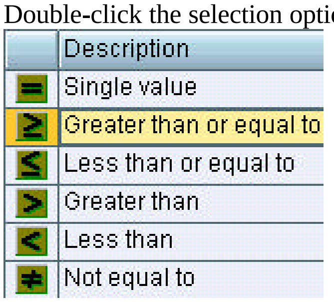
To set a selection option, do the following:

1. Click in the field and either press **F2** or click the **Selection options** button on the application toolbar.

   The *Select by Initial Value* dialog box is displayed.

2. Double-click the selection option you want to use.

Result: The selected symbol is displayed next to the field. If you have not already, enter the appropriate value in the field.

Using the Dynamic Selections Function

Occasionally, you may decide that you want to enter a selection criterion that is not displayed on the screen. In this case, you can use the Dynamic Selections function to add an additional selection criterion.

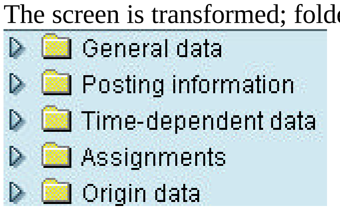
Note: Since there are many fields in AASIS that are not used, you need to be sure to select a field in which information is typically entered.

To use the Dynamic Selections function, do the following:

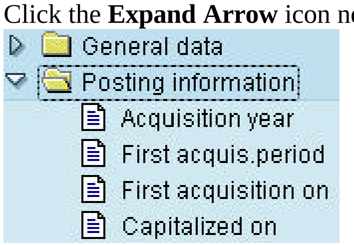
1 Click the **Dynamic Selections** button on the application toolbar.

Note: If the button is not displayed, then this function is not available for the report.

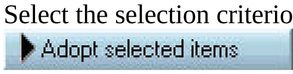
The screen is transformed; folders of selection criteria are displayed on the left.



2 Click the **Expand Arrow** icon next to the folder that contains the selection criterion you want to add.



3 Select the selection criterion and click the **Adopt selected items** button at the bottom of the screen.



A field and a **Multiple section** button for the selected criterion is displayed on the right.

4 Enter the desired value in the field. If necessary, use the Multiple Selection and Selection Options functions.

Note: If you want to enter another custom criterion, repeat steps 2 – 4.

5 Click the **Save** button on the standard toolbar to save the information you entered and to return to the standard selection criteria screen.

Result: The additional criterion is saved and will be used by AASIS when the report is executed.

Saving Selection Criteria as a Report Variant

If you have entered selection criteria that you would like to use in the future, you can save the criteria as a report variant. A report variant is simply a saved set of selection criteria that can be used to generate a report. Once you have created the report variant, anyone who has access to the report can use the variant. You should only create report variants for reports that are generated repeatedly.

To save selection criteria as a report variant, do the following:

1 Open the **Goto** menu and select **Variants > Save as variant**.

The *ABAP: Save as Variant* screen is displayed.

2 Enter a name for the variant, up to 14 characters long, in the **Variant name** field.

Note: Begin the name of the variant with your agency code and end it with a reference to the selection criteria. For example, if you are working in the Department of Finance and Administration and you are creating a variant for the Vendor List report that displays only one-time vendors, enter **0610 One-Time**. If you work in the Office of Personnel Management, begin the name with **OPM** instead of the agency code.

3 Enter a brief description of the variant, up to 30 characters long, in the **Description** field.

Note: Include your user ID and the current date in the description to make it easier to identify the variant.

4 Click the **Save** button on the standard toolbar to save the variant and to return to the selection criteria screen.

Result: Anyone with access to the report can use the variant to generate the report.

Getting a Report Variant

The easiest and most efficient way to enter selection criteria is by getting a report variant. Instead of entering information directly into the screen, you can select a variant, and then verify or, if necessary, change the data.

To get a report variant, do the following:

1 Click the **Get variant** button on the application toolbar.

Note: If the **Get variant** button is not displayed, this indicates that there are no report variants for you to choose from. You will need to enter your own selection criteria.

If the *Find variant* dialog box is displayed, clear all of the fields and click the **Execute** button.

The *ABAP: Variant Directory of Program* dialog box is displayed.

2 Double-click the name of the variant you want to use.

Result: The selection criteria screen is populated with the data that was saved in the report variant. If necessary, you can change the criteria.

Executing a Report

Overview When you have finished entering your selection criteria, it is time to execute the report. AASIS uses your criteria to select the appropriate records from the database.

Executing a Report

When you perform the following procedure, the report is generated and the results are displayed on a new screen. If you expect that your report is going to be very large, you should consider scheduling the report to be executed in the background at a later time—this will ensure that other users do not experience decreased system performance.

To execute a report, do the following:

1 Click the **Enter** button on the standard toolbar to validate the selection criteria you have entered.

Note: You may need to change your selection criteria if any warning or error messages are displayed.

2 Click the **Execute** button on the application toolbar to generate the report.

Result: The desired report is displayed on a new screen.

Executing a Report in the Background

You can also schedule a report to be executed in the background at a later time. Generally, it is a good idea to schedule the report to be executed when the fewest number of users are likely to be using the system. The generation of very large reports can potentially cause system performance to suffer.

To execute a report in the background, do the following:

1 Click the **Enter** button on the standard toolbar to validate the selection criteria you have entered.

Note: You may need to change your selection criteria if any warning or error messages are displayed.

2 Open the **Program** menu and select **Execute in background**.
The *Background Print Parameters* dialog box is displayed.

3 Specify the printer you want to use in the **Output device** field.

4 If you want the report to be printed at the scheduled date and time, ensure that the **Print immediately** check box is selected.

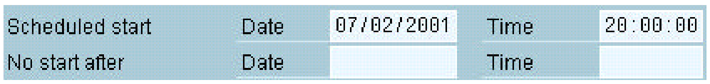
5 Click the **Continue** button.

Note: If a system message is displayed, click the **Continue** button to close it.

The *Start Time* dialog box is displayed.

6 Click the **Date/Time** button to display the date and time fields.

7 Enter the date and time you want the report to be generated in the **Date** and **Time** fields next to **Scheduled start**.



Note: You need to use military time. For example, enter 20:00:00 for 10:00 PM.

8 Press **Enter** or click the **Check input** button to validate the date and time.

9 Click the **Save** button to schedule the background job.

Result: A background job is created, scheduled and released. At the specified date and time, a spool request is created and, if you selected the **Print immediately** check box, executed on the specified AASIS printer. The spool request contains details about the request and stores a copy of the report. If you did not choose the **Print immediately** check box, you can view and execute the spool request at a later date and time.

Working with Background Jobs

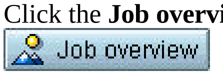
When you execute a report in the background, a background job is created, scheduled, and released. You can use the following procedure to display, reschedule, and even delete your background job.

To display your background jobs, do the following:

1 Open the **System** menu and select **Own jobs**.

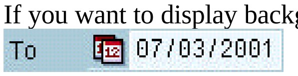
A new session is created and the *Own Jobs* screen is displayed. The *Own Jobs* screen displays the number of jobs you have created and their status: scheduled, released, ready, active, finished, and canceled.

2 Click the **Job overview: all jobs** button on the application toolbar.



The *Select Background Jobs* screen is displayed.

3 If you want to display background jobs that are to be generated on a future date, enter the date in the **To** field.



4 Click the **Execute** button on the application toolbar to display your background jobs.

The background jobs matching your criteria are displayed on the *Job Overview* screen.

5 If you want to delete a background job, click the check box next to the job name and click the **Delete** button on the application toolbar.

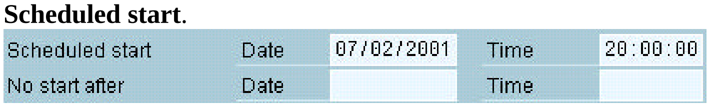
The *Delete selected jobs?* dialog box is displayed.

Confirm the deletion by clicking the **Yes** button.

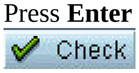
6 If you want to reschedule a background job, click the check box next to the job name, open the **Job** menu and select **Change**.

Click the **Specify start condition** button on the application toolbar of the displayed *Change Job* screen.

Enter the new date and time you want the report to be generated in the **Date** and **Time** fields next to **Scheduled start**.



Press **Enter** or click the **Check input** button to validate the date and time.



Click the **Save** button to schedule the background job.

Result: Any changes you made to a background job are saved.

Formatting a Report

Overview When you execute a report, the results are displayed in a standard format. You may need to scroll down to view all of the rows or scroll to the right to view all of the columns. With many reports you are not limited to this standard format, however. You may be able to use the following procedures to customize the displayed report.

Choosing a Display Variant

The easiest way to change the format of a report is by choosing a display variant. A display variant is simply a report format that has been customized previously and saved in the system for future use.

To choose a display variant, do the following:

1 Click the **Choose display variant** button on the application toolbar.


or 

Note: If the **Choose display variant** button is not displayed, this indicates that there are no display variants for you to choose from. You will need to format the report yourself.

The *Display variant: Choose* dialog box is displayed.

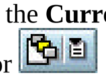
2 Double-click the name of the variant you want to use.

Result: The report changes to reflect the customized format.

Changing the Current Display Variant

If you do not find a display variant that you want to use, you can change the variant that is currently being used to display the report. If you want your changes to be available in the future, however, you need to save your changes as a new display variant.

To change the current display variant, do the following:

1 Click the **Current display variant** button on the application toolbar.
 or 

The *Define Display Variants* dialog box is displayed.

2 If you want to display hidden fields, select the fields by clicking the buttons to the left of the field names under **Hidden fields**.

Click the **Show selected fields** button to move the fields under **Display fields**.

3 If you want to hide displayed fields, select the fields by clicking the buttons to the left of the field names under **Display fields**.

Click the **Hide selected fields** button to move the fields under **Hidden fields**.

4 If you want to move columns to new positions, enter the new position numbers in the appropriate fields under **Pos**.

5 If you want to change the width of columns, enter the new lengths in the appropriate fields under **Length**.

6 When you have finished making changes, click the **Copy** button.

Result: Your changes are applied to the displayed report. It is possible to save your changes as a new display variant.

Creating a Display Variant

If you have reformatted a report and you want to be able to use the new format in the future, you can save your changes as a new display variant.

To save a display variant, do the following:

1 When you have finished formatting the report, click the **Save display variant** button.

or


The *Display variant: Save as…* dialog box is displayed.

2 Enter a name for the variant, up to 12 characters long, in the **Display variant** field.

Note: Begin the name of the variant with your agency code. For example, if you are working in the Department of Finance and Administration, begin the name with **0610**. If you work in the Office of Personnel Management, begin the name with **OPM**.

3 If you want other users to be able to choose the display variant, clear the **User-specific** check box by clicking it.

4 Enter a description of the variant, up to 40 characters long, in the **Description** field.

Note: Include your user ID and the current date in the description to make it easier to identify the variant.

5 Click the **Save display variant** button to create the new display variant.

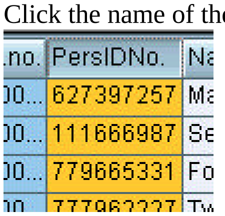
Result: The new display variant is created and is available for future use with this report.

Sorting by Columns

You can sort a report by another column in either ascending (A to Z, 1 to 10) or descending (Z to A, 10 to 1) order.

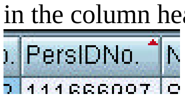
To sort a report by another column, do the following:

1 Click the name of the column so that the column appears highlighted.



2 Click either the **Sort in ascending order** or the **Sort in descending order** button.

Result: The report is now sorted by the selected column in the order you specified. A small red arrow is displayed in the column heading indicating the sort order, ascending (up) or descending (down).



Changing Column Widths

The easiest way to change the width of any column is to simply click and drag. The trick is to hover the cursor over the line in between two column headings. When the cursor looks like it does in the following illustration, then click and drag the column to the desired width.

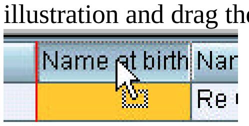
Moving Columns

Moving columns is almost as easy as changing column widths.

To move a column do the following:

1 Click once in the middle of a column heading so that the column appears highlighted.

2 Click and hold in the middle of the column heading so that the cursor looks like it does in the following illustration and drag the column to the desired position in the report.



Tip: Notice the red line that is displayed between columns when you drag. The red line indicates where the column will be dropped if you release the mouse button.

Result: The column is moved to a new position in the report. You can continue to move columns until the information is displayed in the order you desire.

Hiding Columns

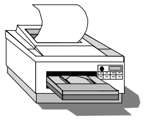
If you do not want a column to be displayed, you can hide it.

To hide a column, do the following:

1 Click the right mouse button on the column heading.

2 Select **Hide** from the pop-up menu that is displayed.

Tip: If you need to display a hidden column, click the right mouse button on any column heading and select **Show** from the pop-up menu. For more information, see *Changing the Current Display Variant*.



Printing, Sending, and Exporting a Report

Overview After executing and formatting a report, you can, of course, print the report. You can also send most reports to e-mail addresses. And if you prefer to edit a report outside of AASIS, you can export the report as a Micrsoft Excel, Microsoft Word, HTML, or plain text file.

Printing a Report

You can print reports to any AASIS printer. When you print a report, a spool request is created in AASIS. The spool request contains details about the request and stores a copy of the report.

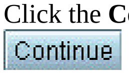
To print a report, do the following:

1 After you have executed the report, click the **Print** button on the standard toolbar.


A screen with a number of print options is displayed.

2 Specify the printer you want to use in the **Output device** field.

3 If you want to print the report right away, ensure that the **Print immediately** check box is selected.

4 Click the **Continue** button on the application toolbar to send the report to the printer.


Result: A spool request is created and, if you selected the **Print immediately** check box, executed on the specified AASIS printer.

Executing and Printing a Report

If you do not need to display or format a report before printing it, you can execute and print the report from the selection criteria screen. The disadvantage of this process is that you do not know in advance how many pages you are printing.

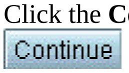
To execute and print a report, do the following:

1 While on the selection criteria screen, open the **Program** menu and select **Execute and print**.

The *Print List Output* screen is displayed.

2 Specify the printer you want to use in the **Output device** field.

3 If you want to print the report right away, ensure that the **Print immediately** check box is selected.

4 Click the **Continue** button on the application toolbar to send the report to the printer.


Result: AASIS creates a spool request. If you selected the **Print immediately** check box, the report is printed right away.

Working with Spool Requests

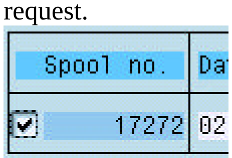
A spool request is created when you print a report. The spool request stores detailed information about the report. If you did not select the **Print immediately** check box when you printed the report, you can access the spool request and send the report to the printer at any time.

To display spool requests, do the following:

1 Open the **System** menu and select **Own spool requests**.

A new session is created and the *Output Controller: List of Spool Requests* screen is displayed. This screen displays a summary of each spool request you have created and the status of each request.

2 If you want to print the spool request using the stored print parameters, select the check box next to the spool request.



Click the **Print directly** button on the application toolbar.

3 If you want to change the print parameters and then print the spool request, select the check box next to the spool request.

Click the **Print with changed parameters** button on the application toolbar.

Enter your new parameters into the fields on the *Output controller: Print spool request* screen, and then click the **Print** button on the application toolbar.

4 If you want to delete a spool request, select the check box next to the spool request.

Click the **Delete** button on the application toolbar.

Click the **Yes** button on the *Delete Spool Request* dialog box to confirm the deletion.

Result: The spool request is printed or deleted, as specified.

Sending a Report to an E-Mail Address

You can send a report from AASIS to virtually any e-mail address.

To send a report to an e-mail address, do the following:

1 Click the **Send** button on the application toolbar.
 or 

The *Create Document and Send* screen is displayed.

2 Enter a message to the user in the large text box on the **Document contents** tab page.

3 On the **Recipient** tab page at the bottom of the screen, enter the e-mail address to which you want to send the message in the **Recipient** field.

4 Select **Internet address** from the **Recip. type** field.

Tip: You can send the report to more than one address by completing additional **Recipient** and **Recip. type** fields.

5 Click the **Send** button on the application toolbar to mail the report.

Result: The message, with the report attached, is sent to the specified addresses.

Exporting a Report to Microsoft Excel

You can export many AASIS reports to Microsoft Excel. After exporting a report, you can work with the file just as you would any other Excel file. You can use the formatting tools in Excel to change the appearance or content of the report. You can also save the Excel file to a specific directory on a file server, copy it to a floppy disk, or send it as an e-mail attachment. This is a convenient way to give a report to someone who does not use AASIS.

To export a report to Microsoft Excel, do the following:

1 Click the **Spreadsheet** button on the application toolbar.
 or 

Note: If an *Information* dialog box is displayed, click the **Continue** button to close it.


The *Export list object to XXL* dialog box is displayed.

2 Select the **Excel display** option.

Note: If you want to turn the report into an Excel PivotTable, select the **Excel pivot tab.** option instead.

3 Click the **Continue** button to export the report.


Result: Microsoft Excel is opened; the report data is converted and displayed. Now you can use Microsoft Excel to edit, save, and print the report.

Exporting a Report to Microsoft Word

Many AASIS reports can also be exported to Microsoft Word. You can then use Word to edit, save, and print the report. If you want to give the report to someone who does not use AASIS, you can copy and send the Word file just as you would any other Word document.

To export a report to Microsoft Word, do the following:

1 Click the **Word processing** button on the application toolbar.
 or 

The *Word Processor Settings* dialog box is displayed.

2 Select the **Create document** option, click the **Start MS Word** check box, and click the **Continue** button.


The *Transfer RTF to a Local File* dialog box is displayed. AASIS automatically chooses a location and name for the Rich Text Format (RTF) file.

3 If you want to change the name or location of the word file, enter the new information in the **File name** field.

Tip: The file name should end in **.RTF**. Rich Text Format (RTF) files can be displayed and edited using any version of Microsoft Word.

4 Click the **Transfer** button to export the report.

Result: The report data is converted, saved as an RTF file, and displayed in Microsoft Word. You can now use Microsoft Word to format and print the report.

Exporting a Report to an HTML File

You can export many AASIS reports to HTML files. Since anyone with an Internet browser can view an HTML file, the report can be sent to and viewed by just about anyone with a computer. If you know how to edit HTML files, you can change the format of the report as well.

To export a report to an HTML file, do the following:

1 Click the **Local file** button on the application toolbar.
 or 

The *Save list in file* dialog box is displayed.

2 Select the **HTML format** option and click the **Continue** button.


The *Transfer List to a Local File* dialog box is displayed. AASIS automatically chooses a location for the file.

3 Enter a location and a name for the file in the **File name** field.

Note: All file names need to end in **.HTML**.

4 Click the **Transfer** button to export the report.

Result: The report data is converted and saved as an HTML file. You can now use any Internet browser (such as Internet Explorer) to display and print the report. If you know how to modify HTML files, you can edit the report as well.

Exporting a Report to a Plain Text File

You can export a number of AASIS reports to plain text (TXT) files. Plain text files have almost no formatting, but they can be viewed and modified by any text editor, from Notepad to Microsoft Word. The lack of formatting can be an advantage if you intend to enter the data into another database.

To export a report to a plain text file, do the following:

1 Click the **Local file** button on the application toolbar.
 or 

The *Save list in file…* dialog box is displayed.

2 Select the **unconverted** option and click the **Continue** button.


The *Transfer List to a Local File* dialog box is displayed. AASIS automatically chooses a location for the file.

3 Enter a location and a name for the file in the **File name** field.

Note: All file names need to end in **.TXT**.

4 Click the **Transfer** button to export the report.

Result: The report data is converted and saved as a plain text file. If you want to display, edit, or print the information, start a text editor (such as Notepad) and open the file.

Reporting Buttons

Overview You may encounter any number of the following buttons when generating reports. Since different reports use different buttons, do not expect to see all of these buttons on one report.

Buttons on the Selection Criteria Screen

Button	Description
	The **Execute** button generates a report after you have entered selection criteria.
	The **Selection options** button can be used to direct AASIS to select information greater than, less than, greater than or equal to, less than or equal to, or not equal to a value that you enter in a selection criteria field.
	The **Get variant** button enables you to select any variant that has been set up for a report.
	The **Dynamic Selections** button enables you to add additional fields to a report selection criteria screen.
	The **All selections** button displays all available selection criteria fields and processing options.
	The **Chosen selections** button hides the additional selection criteria fields and processing options.
	The **Delete selection criterion** button deletes any values that have been entered for a specific criterion, including values entered in the *Multiple Selection* dialog box.
	The **Further selections** button provides an alternative way to add an additional selection criterion to a screen.
	The **Search helps** button can be used in many Human Resources reports to search for personnel numbers.
	The **Sort** button enables you to specify the order in which information will be displayed when a report is executed.
	The **Multiple selection** button can be used to enter multiple single values and multiple ranges of values for a selection criterion.
	The **Program documentation** button displays online help for the report.

Buttons on the Report Display Screen

Button	Description
	The **Print** button enables you to print a report to any AASIS printer.
	The **First column** button scrolls to the first column in a report.
	The **Column left** button scrolls one column to the left.
	The **Column right** button scrolls one column to the right.
	The **Last column** button scrolls to the last column in a report.
	The **Choose detail** button displays more detailed information for a selected row.
	The **Set filter** button enables you to reduce the number of rows in a report by filtering out all rows that do not meet the criteria you specify.
	The **Sort in ascending order** button sorts a report by the selected column in ascending order (A to Z, 1 to 10).
	The **Sort in descending order** button sorts a report by the selected column in descending order (Z to A, 10 to 1).
	The **Current display variant** button enables you to show, hide, move, and change the width of columns in a report.
	The **Choose display variant** button can be used to select any display variant that has been set up for a report.
	The **Save display variant** button enables you to save the formatting changes you have made as a new display variant.
	The **Display sum** or **Total** button totals the amounts in a specified column.
	The **Send** button enables you to send reports to e-mail addresses.
	The **Local file** button is used to export a report to an HTML or plain text file.
	The **Word processing** button enables you to export a report to Microsoft Word.
	The **Spreadsheet** button is used to export a report to Microsoft Excel.
	The **Export** button enables you to send or export a report.
	The **Choose display variant** button can be used to select, edit, or save a display variant.
	The **ABC analysis** button enables you to sort and then divide a report into three groups.
	The **Print preview** button displays the report as it will appear when printed.

Reporting Transaction Codes

Overview You might find the following transaction codes useful when working with reports.

Reporting Transaction Codes	
Code	**Action**
SARP	Displays the *Report Tree: Initial* screen, which provides an alternative method of selecting a report.
SP02	Displays your spool requests.
SMX	Displays your batch jobs.